



Loudoun County, Virginia

Department of Management and Financial Services
Division of Procurement, MSC #41C
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175

June 18, 2010

NOTICE TO OFFERORS

ADDENDUM NO. 1

QQ-01569

The following changes and/or additions shall be made to the original Request For Proposal No. QQ-01569, SPECIALIZED PROGRAMS AND CAMP INSTRUCTORS. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Section 1.0-Remove: "The service periods shall be the same for each renewal year exercised by the County".
2. Section 4.1.3H-Add: "The dates listed above are dates that the proposal must be received in order to have the proposed programs advertised in the appropriate publication. Proposals shall be submitted at least fifteen (15) business days prior to the dates listed above in order meet the publication deadline."
3. Section 4.1.1F- Remove:
"Copies of the records checks must be submitted with the proposals and upon request, the Contractor must provide additional copies of the completed checks to the County."

And add:

"A notarized letter attesting to the completion of the background checks must be submitted with the proposals and upon request the Contractor must provide copies of the completed checks to the County."

4. Section 6.2-Remove: "...or equivalent period depending upon date of Contract award."
5. Questions and answers regarding the RFP are attached.

Prepared By: Kelly Bodden, CPPB

Date: June 18, 2010

Acknowledged By: _____

Date: _____

Questions and Answers:

Q1: Please explain the 10% registration fee increase?

A1: The Board of Supervisors adopted a budget proposal from PRCS to cover a revenue short fall in the upcoming fiscal year. Within this budget was the fee increase. This fee increase is a separate fee that is chargeable to the general public when they register through PRCS for any programs effective July 1, 2010. The percentages based on the current contract (QQ-01293) were not affected by this increase.

Q2: What about the registration fees that are collected by the Contractors?

A2: The fee increase will not affect any registrations collected by the Contractor.

Q3: What about those persons who have registered before July 1, 2010?

A3: They will not be affected by the fee increase. For anyone who registers after July 1, 2010 they will have to pay the additional 10%.

Q4: What about the programs that have already been advertised to the public before July 1, 2010?

A4: The new increase will be reflected online when participants register for the PRCS programs. The new prices will be available in print on the next PRCS program brochure.

Q5: Is there a possibility that this fee can be rescinded in light of complaints by the public or a drop in PRCS registration?

A5: PRCS can and will present that information to the Board of Supervisors who will reevaluate their decision at that time. However, any changes would not take effect until the next fiscal year.

Q6: On the national background checks from the FBI sometimes it takes three (3) months to get the results. Is there another source that we can use to obtain background checks?

A6: Yes. Here are some additional resources:

Southeastern Security Consultants, Inc.
1853 Piedmont Road Suite 100
Marietta, GA 30066
Telephone :(866) 996-7412
Fax :(866) 996-1292
<http://www.ssci2000.com/>

InQuiries, Inc
129 N. West Street
Easton, MD 21601
Phone: 866-987-3767
Contact: Jennifer Clark

Also, you may check with your insurance company, internet companies and other private firms who offer this type of service.

Questions and Answers (con't):

- Q7: Some types of businesses require state licensure involving state background checks for their staff. Do we have to have the national background checks as well?
- A7: Yes. Even though an employee may clear in the state in which your firm does business they may have a record in another state that would not turn up in the locality where your business operates.
- Q8: What if the background check turns up an offence that is not related to an offence against children. Is that employee excluded from working with PRCS participants?
- A8: In paragraph 6.32B there is a list of offences that exclude an employee from being involved with PRCS participants. While the checks focus predominately on offences against children, they also include offences against the elderly and persons with disabilities.
- Q9: The contract states that there will be no renewals. How will future proposal submittals work?
- A9: The solicitation is for a three (3) year period. Any vendors who are awarded a contract under the new solicitation will not have to submit another proposal until 2013. If there are any changes to the contract after award then amendments will be drafted to reflect those changes.
- Q10: What happens if you have more participants register than the allotted space available with a vendor?
- A10: We put those participants on a wait list in Rec-trac. PRCS communicates with the vendor to inform them of the wait list to see if additional space is available. Also, vendors can sign up on Rec-trac to see the wait list and make space available to accommodate those additional participants.
- Q11: In the solicitation on page 47, what is that sheet pertaining to?
- A11: This sheet is intended to allow a successful contractor to offer the services of the proposal to other member jurisdictions of the Northern Virginia Cooperative Purchasing Council and the Metropolitan Washington Council of Governments. If a mark is made in the **YES** column next to a member name, the pricing, terms and conditions of the final contract are offered to the appropriate member. The successful contractor may directly notify any member jurisdiction of the availability of the contract.
- Q12: During the course of the contract term, are we allowed to make changes to our percentage?
- A12: In paragraph 6.2 of the solicitation states: "The Contractor(s) percentages are guaranteed for a minimum of twelve (12) months. After the twelve (12) month period the Contractor(s) may request to adjust their percentages. Such requests shall be submitted in writing to the Contracting Officer at least thirty (30) days prior to the next scheduled Proposal Due Date as listed on the table in paragraph 1.0."